

\_\_\_ Kate  
\_\_\_ Enrollment  
\_\_\_ Billing  
\_\_\_ EZ Care  
\_\_\_ Janet

# KIDS' CLUB SCHEDULE CHANGE DROP/ADD FORM

DA

CHILD'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

## **DROP**

Check the days you would like to **drop** in each program.

Before School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

After School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

Monday Kindergarten (9:00 AM – 3:00 PM): \_\_\_\_\_

I request the above DROP to be effective for the month of \_\_\_\_\_  
(month)

NOTE: ALL DROPS must be effective the first of the month in which you request the change to be made. There are no refunds of partial months.

\*\*\*\*\*

## **ADD**

Check the days you would like to **add** in each program.

NOTE: Additional days may not be available. Make your selections and the Director will contact you if the change cannot be accommodated.

Before School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

After School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

Monday Kindergarten (9:00 AM – 3:00 PM): \_\_\_\_\_

I request the above ADD to be effective for the month of \_\_\_\_\_  
(month/day/year)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **POLICIES REGARDING SCHEDULE CHANGES**

- : School Year tuition is always due the 25<sup>th</sup> of the month in advance of service,  
(Ex: August 25 for September 1)
- : Schedule changes also must be made by the 25<sup>th</sup> of the month, prior to the month you are changing. **No Refunds for partial months.**
- : All schedule changes must be made in writing using the Drop/Add Form and submitted to the Director.
- : All DROPS are effective the first of the month.
- : All ADDS are on a space available basis.